



**SPEAKER REQUEST FORM**

Please complete the following information to help us in planning the Secretary's involvement in your event.

**GENERAL**

NAME AND TYPE OF EVENT (conference, roundtable discussion, press event, etc.)
ORGANIZATION NAME
CONTACT (please include name, position, phone, and email)
DATE OF EVENT
TIME OF PRESENTATION
IN-PERSON OR VIRTUAL (if in-person, please provide full address. If virtual, please provide the platform that will be used)

**AUDIENCE**

APPROXIMATE NUMBER OF ATTENDEES EXPECTED
TARGET AUDIENCE (individuals/organizations expected to be in attendance)

**PRESENTATION**

REQUESTED LENGTH OF PRESENTATION
TOPICS TO BE COVERED (please be specific)
STRUCTURE OF PRESENTATION (presentation, roundtable discussion, Q&A, etc.)
WHO WILL INTRODUCE THE SECRETARY?
SHOULD THE SECRETARY ACKNOWLEDGE ANYONE IN HER REMARKS?